

# **Instructions on how to join the North Carolina Division of Public Health NHSN Group**

Updated: **November 30, 2011**

Group ID: **15728**

Joining Password: **NCDPH0410** (Case sensitive, last four digits include zeros, not capital 'O's)

**Instructions/Background:** The purpose of the conferral of reporting rights process (joining the NC NHSN Group) is to allow the North Carolina Division of Public Health (NC DPH) access to a healthcare facility's surveillance data for the purpose of developing statewide reports on healthcare-associated infections. All hospitals as defined in General Statute 131E-76(3) are required to complete this process by January 1, 2012.

The conferral of rights process is comprised of 8 simple steps outlined below that must be completed by the facility's NHSN administrator. The process takes approximately 2–20 minutes. Please contact the NC NHSN Administrator with any questions, comments or concerns using the contact information below.

## **Contact information:**

North Carolina Healthcare-Associated Infections Prevention Program

Email: [NHSNadministrator@dhhs.nc.gov](mailto:NHSNadministrator@dhhs.nc.gov), [nchai@dhhs.nc.gov](mailto:nchai@dhhs.nc.gov)

Phone: (919) 410-2196, (919) 410-2201

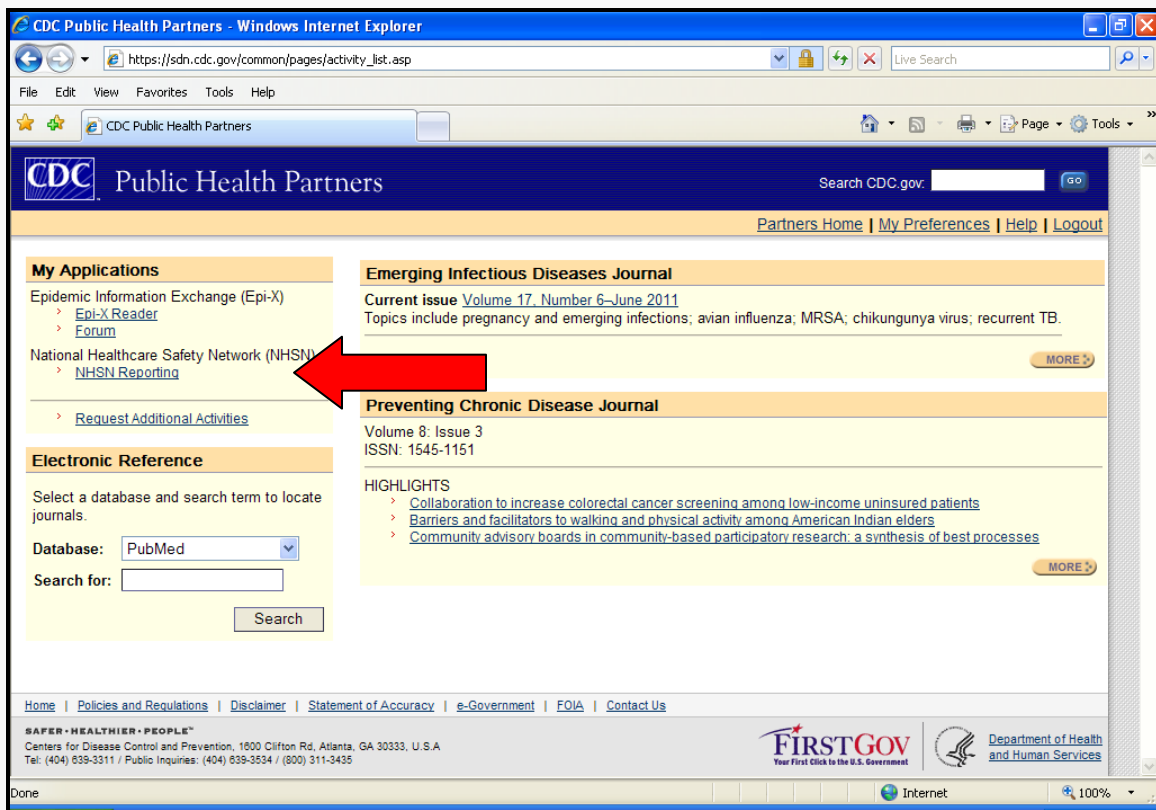
Fax: (919) 733-0490

Post: 1902 Mail Service Center, Raleigh, NC 27699-1902

**Step 1:** Log in to the CDC Secure Data Network (SDN) using your unique challenge phrase.

The screenshot shows a Windows Internet Explorer browser window displaying the CDC Portal Login Page. The address bar shows the URL: <https://id1.cdc.gov/certphrase/login.asp?TYPE=335544338&REALMOID=06-7247a507-8943-4b53-837e-aa538dccc035e>. The page header includes the CDC logo and "Public Health Partners". A search bar is visible with the text "Search CDC.gov.". Below the header, a yellow banner says "Welcome, Levi Njord". The main content area features a yellow box with a red "WARNING" header. The warning text states: "This is a U.S. Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use may subject violators to criminal, civil, and/or administrative action. There is no right to privacy on this system. All information on this computer system may be monitored, intercepted, recorded, read, copied, and shared by authorized personnel for official purposes including criminal investigations. Access or use of this system, whether authorized or unauthorized, constitutes consent to these terms. (Title 18, U.S.C.)". Below the warning is a login form with the text "Please enter your challenge phrase:" followed by a text input field. A large red arrow points to this input field. Below the input field is a "Submit" button. At the bottom of the form, it says "Forgot your challenge phrase? Click [here](#)". The footer contains the text "SAFER • HEALTHIER • PEOPLE™", contact information for the Centers for Disease Control and Prevention, and logos for "FIRSTGOV" and the "Department of Health and Human Services". The browser status bar at the bottom shows "Done", "Internet", and "100%".

**Step 2:** Select NHSN reporting from the left hand side of the “Public Health Partners” screen.



**Step 3:** (PLEASE BE ADVISED THAT YOUR SCREEN MAY LOOK SLIGHTLY DIFFERENT)  
Select your facility from the first dropdown menu and select the "Patient Safety" component from the component dropdown menu. Press the submit button.

NHSN 6.4.0.14 Landing Page - Windows Internet Explorer

https://sdr7.cdc.gov/nhsn/nhsnMain.do

File Edit View Favorites Tools Help

NHSN 6.4.0.14 Landing Page

**CDC** Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network Contact us

## Welcome to the NHSN Landing Page

Select a facility and component,  
then click Submit to go to the Home Page.

Select facility/group from dropdown list: Fac: NHSN State Users Test Facility #1 (ID 15164)

Select facility within the above group: NHSN State Users Test Facility #1 (15164)

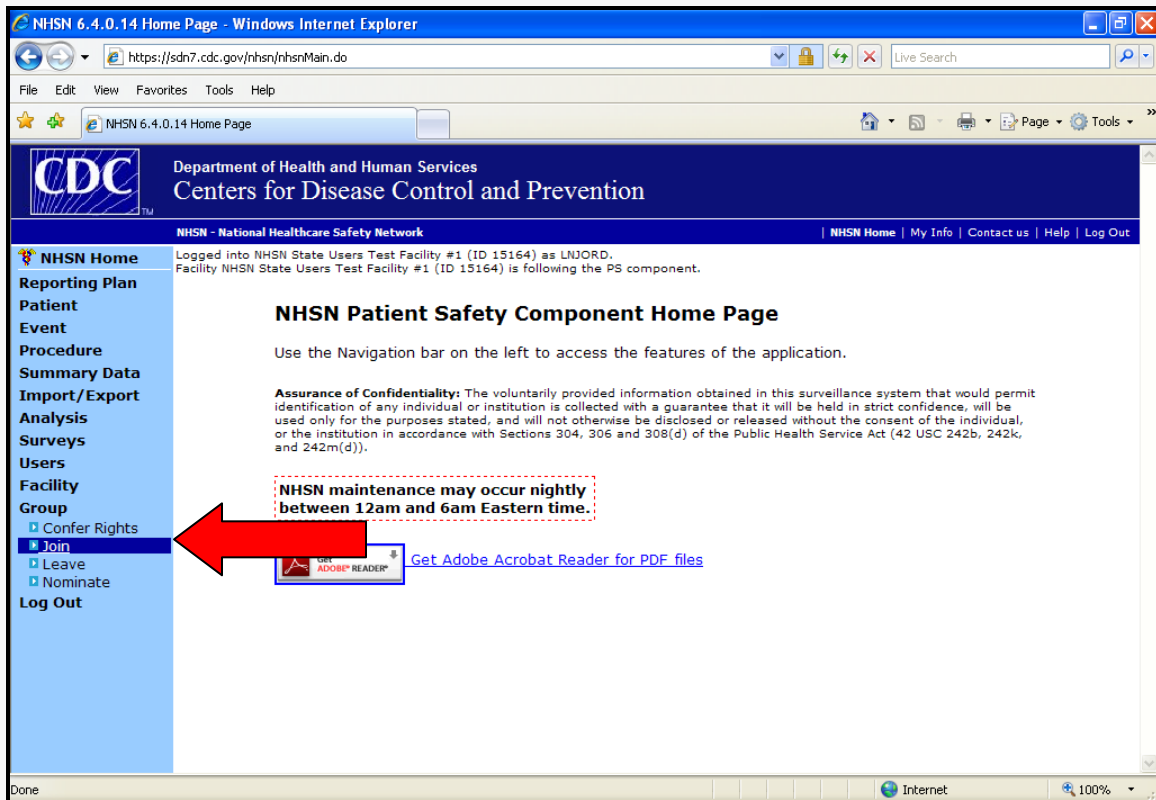
Select component: Patient Safety

Submit

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**Step 4:** On the left hand category menu select the “Group” category followed by the “Join” subcategory.



**Step 5:** This is the page where you will join the NC DPH NHSN Group. First, type the Group ID in the first box (**15728**) followed by the Group Joining Password (**NCDPH0410** - Case sensitive, last four digits include zeros not capital 'O's) in the second box. Select the "Join Group" button once complete.

NHSN 6.4.0.14 Memberships - Windows Internet Explorer

https://sdn7.cdc.gov/nhsn/manageGroups.do?method=showpage&subaction=manageGroups&navReset=true&currer

File Edit View Favorites Tools Help

NHSN 6.4.0.14 Memberships

**CDC** Department of Health and Human Services  
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NHSN - National Healthcare Safety Network | NHSN Home | My Info | Contact us | Help | Log Out

Logged into NHSN State Users Test Facility #1 (ID 15164) as LNJDORD.  
Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.

## Memberships

Groups that have access to this facility's data

Confer Rights [HELP](#)

Leave Group(s) [HELP](#)

Enter ID and Password for this facility to join a new group

Group ID: 15728

Group Joining Password: .....

Join Group [HELP](#)

Back

Done

Internet 100%

**Step 6:** In this screen you may review the data elements which are required as part of group membership.

The “General” section indicates that “gender”, “date of birth”, “ethnicity” and “race” will be included with each event record being submitted.

The next three boxes (Monthly reporting plan, data analysis and facility information) are checked so that DPH may view facilities’ reporting plans, analyze their submitted data and view facility-specific information. All of this is important so that DPH can properly risk adjust submitted data for accurate analysis and reporting.

NHSN 6.5.0.11 NHSN Confer Patient Safety Rights - Windows Internet Explorer

https://sdn7.cdc.gov/nhsn/manageGroups.do

File Edit View Favorites Tools Help

NHSN 6.5.0.11 NHSN Confer Patient Safety Rights

**CDC** Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network | NHSN Home | My Info | Contact Us | Help | Log Out

Logged into NHSN State Users Test Facility #1 (ID 15164) as UNORD.  
Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.

### Confer Rights-Patient Safety

✓ Facility 'NHSN State Users Test Facility #1' has successfully joined group 'NC Division of Public Health'. You should now confer rights to that group.

**! Please review the data rights that "NC Division of Public Health" is requesting from your facility:**

- Verify locations
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

**Patient Safety** Healthcare Personnel Safety

**General**

View Options

Patient ☐ With All Identifiers ☐ Without Any Identifiers

☒ With Specified Identifiers ☒ Gender ☒ DOB ☒ Ethnicity ☒ Race

Monthly Reporting Plan ☒

Data Analysis ☒

Facility Information ☒

**Surveys**

Year	Year	Survey Type	N/A
2011	to	Facility Survey Data	<input type="checkbox"/>
2011	to	Long Term Acute Care Survey Data	<input type="checkbox"/>

**Infections and other Events (Not specific to MDRO/CDI)**

Plan	Month	Year	Month	Year	Event	N/A
Both	1	2012	to		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
Location type: CC Location: (ALL) Other Location Requirements: CLABSI in all adult & peds critical care units Your Locations: 0265 - CDPHE, 2N - BURN - BURN ICU, B E C - B CC, W123 - BUR						
Both	1	2012	to		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
Location type: CC_N Location: (ALL) Other Location Requirements: CLABSI in all neonatal critical care units Your Locations: C1CN - C1CN, NICU - 2W, NNC - NNC, 4S - 4S, NICU - LEVEL II/III N						
Both	10	2012	to		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
Location type: Location: Other Location Requirements: Your Locations:						

**Step 6 (continued):** The “Surveys” section indicates that each facility’s annual survey will be collected beginning with the 2011 edition. This survey contains information necessary for proper risk adjustment in HAI reporting.

The next section, “Infections and other Events”, indicates that facilities must submit event data on the following healthcare-associated infections:

- Central Line Associated Bloodstream Infections (CLABSI) in;
  - Adult and pediatric critical care units (ICUs) – Beginning 1 Jan. 2012;
  - Neonatal Critical Care Units (NICUs) – Beginning 1 Jan. 2012 and;
  - Long-term acute care hospitals or units (LTAC) – Beginning 1 Oct. 2012.
- Catheter Associated Urinary Tract Infections (CAUTI) in;
  - Adult and pediatric critical care units (ICUs) – Beginning 1 Jan. 2012;
  - Long-term acute care hospitals or units (LTAC) – Beginning 1 Oct. 2012.
- Two inpatient surgical site infections (SSI) including;
  - Colon surgery (colon resection) – Beginning 1 Jan. 2012;
  - Abdominal hysterectomy - Beginning 1 Jan. 2012.

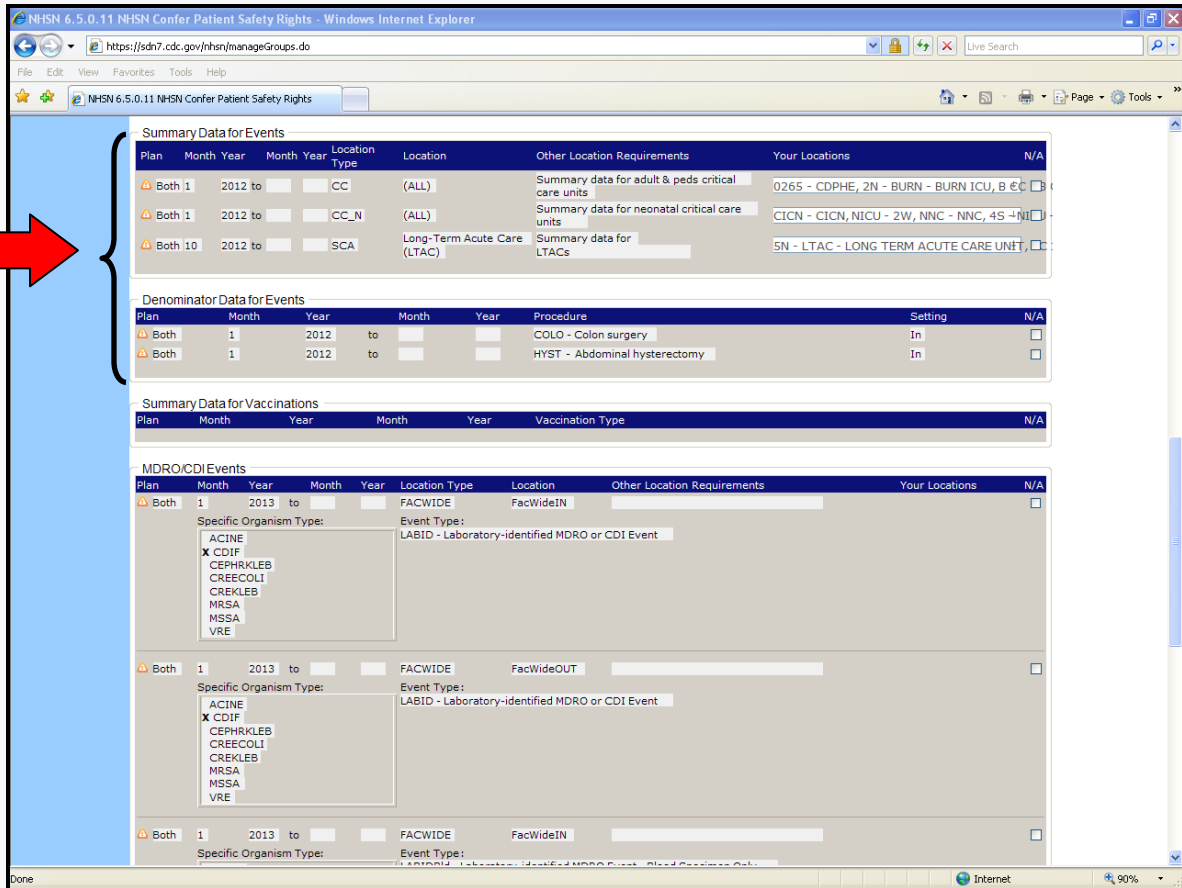
Please note that all of the facility’s category-specific units will be automatically listed in the “Your locations” drop down menu for CLABSI and CAUTI events. New state legislation specifies that CLABSI and CAUTI must be tracked in each critical care unit and therefore this field should not be altered. If your facility has not done so already, you will need to expand surveillance into all critical care units. If your facility is an acute care hospital, you will need to select the “N/A” box for CLABSI and CAUTI specific for LTACs. Likewise, if your facility is an LTAC you will need to check the “N/A” boxes for CLABSI, CAUTI and SSI specific for acute care hospitals.

The screenshot shows the NHSN 6.5.0.11 web application interface. The 'Infections and other Events (Not specific to MDRO/CDI)' section is expanded, showing a table with columns for Plan, Month, Year, and Event. A red arrow points to the first row, which is for 'BSI - Bloodstream Infection (CLA)' with a plan of 'Both 1' and year '2012'. The 'Your Locations' dropdown menu is open, showing a list of units including '0265 - CDPHE, 2N - BURN - BURN ICU, B €C - B CC, W123 - BUR', 'CICN - CICN, NICU - 2W, NNC - NNC, 4S 4 - NICU - LEVEL II/III N', and '5N - LTAC - LONG TERM ACUTE CARE UNIT, AC 1 - AC'.

Plan	Month	Year	Month	Year	Event	N/A
Both 1	1	2012	to		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
Location type: CC Location: (ALL) Other Location Requirements: CLABSI in all adult & peds critical care units Your Locations: 0265 - CDPHE, 2N - BURN - BURN ICU, B €C - B CC, W123 - BUR						
Both 1	1	2012	to		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
Location type: CC_N Location: (ALL) Other Location Requirements: CLABSI in all neonatal critical care units Your Locations: CICN - CICN, NICU - 2W, NNC - NNC, 4S 4 - NICU - LEVEL II/III N						
Both 10	10	2012	to		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
Location type: SCA Location: Long-Term Acute Care (LTAC) Other Location Requirements: CLABSI in LTACs Your Locations: 5N - LTAC - LONG TERM ACUTE CARE UNIT, AC 1 - AC						
Both 1	1	2012	to		UTI - Urinary Tract Infection (Cath)	<input type="checkbox"/>
Location type: CC Location: (ALL) Other Location Requirements: CAUTI in all adult & peds critical care units Your Locations: 0265 - CDPHE, 2N - BURN - BURN ICU, B €C - B CC, W123 - BUR						
Both 10	10	2012	to		UTI - Urinary Tract Infection (Cath)	<input type="checkbox"/>
Location type: SCA Location: Long-Term Acute Care (LTAC) Other Location Requirements: CAUTI in LTACs Your Locations: 5N - LTAC - LONG TERM ACUTE CARE UNIT, AC 1 - AC						
Both 1	1	2012	to		SSI - Surgical Site Infection	<input type="checkbox"/>
Procedure: COLO - Colon surgery Setting: In						
Both 1	1	2012	to		SSI - Surgical Site Infection	<input type="checkbox"/>
Procedure: HYST - Abdominal hysterectomy Setting: In						



**Step 6 (continued):** The next two sections, “Summary Data for Events” and “Denominator Data for Events”, include summary or denominator information for all CLABSI, CAUTI and SSI events indicated previously. This is necessary information to generate rates for the facility and the state. If you checked “N/A” boxes for events in the above section you will also need to check the corresponding “N/A” boxes for summary data in these sections respectively.



**Summary Data for Events**

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
Both	1	2012	to		CC	(ALL)	Summary data for adult & peds critical care units	0265 - CDPHE, 2N - BURN - BURN ICU, B	<input type="checkbox"/>
Both	1	2012	to		CC_N	(ALL)	Summary data for neonatal critical care units	CICN - CICN, NICU - 2W, NNC - NNC, 4S - NI	<input type="checkbox"/>
Both	10	2012	to		SCA	Long-Term Acute Care (LTAC)	Summary data for LTACs	5N - LTAC - LONG TERM ACUTE CARE UNIT,	<input type="checkbox"/>

**Denominator Data for Events**

Plan	Month	Year	Month	Year	Procedure	Setting	N/A
Both	1	2012	to		COLO - Colon surgery	In	<input type="checkbox"/>
Both	1	2012	to		HYST - Abdominal hysterectomy	In	<input type="checkbox"/>

**Summary Data for Vaccinations**

Plan	Month	Year	Month	Year	Vaccination Type	N/A
						<input type="checkbox"/>

**MDRO/CDI Events**

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
Both	1	2013	to		FACWIDE	FacWideIN			<input type="checkbox"/>
					Specific Organism Type:	Event Type:			
					ACINE	LABID - Laboratory-identified MDRO or CDI Event			
					CDIF				
					CEPHRKLEB				
					CREECOLI				
					CREKLEB				
					MRSA				
					MSSA				
					VRE				
Both	1	2013	to		FACWIDE	FacWideOUT			<input type="checkbox"/>
					Specific Organism Type:	Event Type:			
					ACINE	LABID - Laboratory-identified MDRO or CDI Event			
					CDIF				
					CEPHRKLEB				
					CREECOLI				
					CREKLEB				
					MRSA				
					MSSA				
					VRE				
Both	1	2013	to		FACWIDE	FacWideIN			<input type="checkbox"/>
					Specific Organism Type:	Event Type:			
					ACINE	LABID - Laboratory-identified MDRO or CDI Event			
					CDIF				
					CEPHRKLEB				
					CREECOLI				
					CREKLEB				
					MRSA				
					MSSA				
					VRE				

**Step 6 (continued):** The “MDRO/CDI Events” section indicates that beginning 1 January 2013 acute care facilities will be required to report C. dif. Laboratory ID and MRSA bacteremia events. Please note that if your facility is currently reporting either of these measures to NHSN, they will NOT be shared with DPH until 2013. If your facility is an LTAC you will need to check all the “N/A” boxes for MDRO/CDI Events.

The screenshot shows the NHSN 6.5.0.11 interface for configuring Patient Safety Rights. The browser window is titled "NHSN 6.5.0.11 NHSN Confer Patient Safety Rights - Windows Internet Explorer". The URL is <https://sdn7.cdc.gov/nhsn/manageGroups.do>. The page displays the "MDRO/CDI Events" section with a table of configurations. A red arrow points to the first configuration row.

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
Both	1	2013	to		FACWIDE	FacWideIN			<input type="checkbox"/>
Specific Organism Type:					Event Type:				
<input type="checkbox"/> ACINE <input checked="" type="checkbox"/> CDIF <input type="checkbox"/> CEPHRKLEB <input type="checkbox"/> CREECOLI <input type="checkbox"/> CREKLEB <input type="checkbox"/> MRSA <input type="checkbox"/> MSSA <input type="checkbox"/> VRE					LABID - Laboratory-identified MDRO or CDI Event				
Both	1	2013	to		FACWIDE	FacWideOUT			<input type="checkbox"/>
Specific Organism Type:					Event Type:				
<input type="checkbox"/> ACINE <input checked="" type="checkbox"/> CDIF <input type="checkbox"/> CEPHRKLEB <input type="checkbox"/> CREECOLI <input type="checkbox"/> CREKLEB <input type="checkbox"/> MRSA <input type="checkbox"/> MSSA <input type="checkbox"/> VRE					LABID - Laboratory-identified MDRO or CDI Event				
Both	1	2013	to		FACWIDE	FacWideIN			<input type="checkbox"/>
Specific Organism Type:					Event Type:				
<input type="checkbox"/> ACINE <input type="checkbox"/> CDIF <input type="checkbox"/> CEPHRKLEB <input type="checkbox"/> CREECOLI <input type="checkbox"/> CREKLEB <input checked="" type="checkbox"/> MRSA <input type="checkbox"/> MSSA <input type="checkbox"/> VRE					LABIDbid - Laboratory-identified MDRO Event - Blood Specimen Only				
Both	1	2013	to		FACWIDE	FacWideOUT			<input type="checkbox"/>
Specific Organism Type:					Event Type:				
<input type="checkbox"/> ACINE <input type="checkbox"/> CDIF <input type="checkbox"/> CEPHRKLEB <input type="checkbox"/> CREECOLI <input type="checkbox"/> CREKLEB <input checked="" type="checkbox"/> MRSA <input type="checkbox"/> MSSA <input type="checkbox"/> VRE					LABIDbid - Laboratory-identified MDRO Event - Blood Specimen Only				

MDRO/CDI Summary Data (Denominators)

**Step 7:** The last section, “MDRO/CDI Summary Data (Denominators)”, is used to generate meaningful statistics for submitted C.dif. and MRSA events (similar to the summary and denominators sections for CLABSI, CAUTI and SSI events). Again, these data will NOT be shared with DPH until 2013. If you checked “N/A” boxes for MDRO/CDI events you will also need to check the corresponding “N/A” boxes for summary data in these sections respectively.

Once all of the reporting requirements have been reviewed please scroll down to the bottom of the page and select the “Accept” button.

The screenshot shows the NHSN 6.5.0.11 web application interface. The browser window title is "NHSN 6.5.0.11 NHSN Confer Patient Safety Rights - Windows Internet Explorer". The address bar shows "https://sdn7.cdc.gov/nhsn/manageGroups.do". The page title is "NHSN 6.5.0.11 NHSN Confer Patient Safety Rights".

The main content area is divided into several sections:

- Specific Organism Type:** A list of organisms with checkboxes: ACINE, CDIF, CEPHRKLEB, CREECOLI, CREKLEB, ☒ MRSA, MSSA, VRE.
- Event Type:** LABIDBld - Laboratory-identified MDRO Event - Blood Specimen Only.
- Both 1 2013 to** (with a dropdown menu).
- Specific Organism Type:** A list of organisms with checkboxes: ACINE, CDIF, CEPHRKLEB, CREECOLI, CREKLEB, ☒ MRSA, MSSA, VRE.
- Event Type:** LABIDBld - Laboratory-identified MDRO Event - Blood Specimen Only.
- MDRO/CDI Summary Data (Denominators):** A table with columns: Plan, Month, Year, Month, Year, Location Type, Location, Other Location Requirements, Your Locations, N/A. The table contains two rows of data for "Both 1 2013 to" with "FACWIDE" and "FacWideIN" locations. Each row has checkboxes for "Total Patient Days", "Total Admissions", "Total Encounters", and "For monitoring C. difficile in a FACWIDE location: Patient Days", "Admissions", "Encounters".
- MDRO/CDI Process & Outcome Measures:** A table with columns: Plan, Month, Year, Month, Year, Location Type, Location, Other Location Requirements, Your Locations, N/A.

At the bottom right, there are "Accept" and "Back" buttons. A red arrow points to the "Accept" button.

**Step 8:** This final page will confirm your membership in the NC DPH NHSN Group. You will notice that “NC Division of Public Health” will be listed in the “Groups that have access to this facility’s data” screen. You have now completed the enrollment/reenrollment process and an automatic report will be sent to the NC NHSN Administrator. If you have any questions, comments or concerns about this process or any other item in NHSN, please contact the NC NHSN Administrator using the contact information listed above (Page 1).

**Thank you for your participation and we look forward to working with you in the future!**

